United Nations ST/IC/2000/63

Secretariat

7 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for the year 2001****

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2001, in accordance with the provisions of ST/AI/2000/4 of 5 April 2000.

Selection of institution

2. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their studies and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU) and institutions that are members of the Academic Council on the United Nations System, study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of UNU contained in annex III.

Application procedures

3. Applicants are requested to complete the application form contained in annex I to the present circular and to submit it, through their respective head of office or department, together with a proposal describing the study that they wish to pursue to the Officer-in-Charge, Sabbatical Leave Programme, Room S-2500, Specialist Services Division, Office of Human Resources Management, New York, NY 10017, by 30 November 2000. Letters of recommendation should be sent to the same address.

4. The proposal, which should not exceed four pages, should contain the following information:

* Expiration date of the present information circular: 31 December 2001.
** Personnel Manual index No. 4479.

00-63453 (E) 130900

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities and detailed methodology;

(g) Schedule of work of the study, with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Endorsement by the head of office or department responsible for the work of the applicant during the proposed study.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

5. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4.

6. Each applicant and his/her head of office or department will be informed of the decision of the Selection Committee. The selected staff members will be requested to accept in writing the specified conditions of the award.

Annex I

Sabbatical leave programme application form

For the year 2001

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your study proposal, by 30 November 2000.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____
(*Attach job description*)

Category/level _____ Type of contract _____
(*If fixed-term, state expiration date*)

Department/division/office _____

Duty station _____

EOD (United Nations) _____ EOD (present duty station) _____

Title of proposed study project _____

B. Background

1. **Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed study project.**

2. **University studies**

Degree	*University/Country*	*Area of study*	*Year graduated*

3. **Recommendations. Please arrange to have two letters of recommendation sent directly to the Officer-in-Charge, Sabbatical Leave Programme, Staff Development and Learning Service, OHRM, New York by 30 November 2000. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be sending the letters of recommendation.**

Name	*Title(s)*	*Institutional affiliations*

4. **If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (*attach an additional sheet if necessary*).**

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

1. Please indicate the name and address of the institution or organization in which you wish to carry out your project. Please attach copies of any preparatory correspondence relevant to the proposed study.

Name of institution/organization	*Address*

2. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (*check as applicable*):

☐ Adviser

☐ Office space

☐ Communication facilities (fax, telephone, computer)

☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: The endorsement of the head of your department or office must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation,
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations (IMEMO)

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its Charter, adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. **UNU headquarters, Academic Division, in Tokyo**

   Peace and governance

   Sustainable development

2. **UNU Institute of Advanced Studies (UNU/IAS) in Tokyo**

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. **UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki**

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. **UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands**

   Socio-economic implications of new technologies

United Nations ST/IC/2000/63/Add.1

Secretariat

19 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for the year 2001****

Addendum

The purpose of this addendum is to indicate that the sabbatical leave programme application form contained in annex I to ST/IC/2000/63 is also available on-line, on the United Nations Intranet, as form P.298 (8-00).

* Expiration date of the present information circular: 31 December 2001.

** *Personnel Manual* index No. 4479A.

00-64905 (E) 200900

United Nations ST/IC/2000/64

Secretariat

15 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for Arabic Interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Arabic Interpreters in 2001, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Arabic Interpreters will be held from 8 to 10 January 2001 in New York, Geneva, Vienna, Cairo and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic Interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur. Successful candidates may be called to serve at any duty station according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and an excellent knowledge of English or French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to

* Expiration date of the present information circular: 31 December 2001.

00-64539 (E) 190900

knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the language of instruction, and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic, provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final**.

7. The examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of four speeches delivered in English or French (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English or French from recordings of four speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in March 2001. The Board will interview the selected candidates to assess levels of professionalism, integrity, commitment to continuous learning, respect for diversity, judgement/decision-making and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they would be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as Arabic Interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued. Staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **not later than 17 November 2000**, to:

2001 Competitive Examination for Arabic Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575 E
United Nations Secretariat
New York, New York 10017
Fax: (212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 17 November 2000, the deadline for receipt of applications in the Specialist Services Division, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

Application

2001 competitive examination for Arabic Interpreters[1]

Index No.[2] | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Sex: Male | | Female | |

Date of entry on duty: Month | | | Year | | | | |

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes | | in 19 | | | No | |

Have you taken another United Nations competitive examination? Yes | | in 19 | | | No | |

If yes, which examination(s)? _____

What is your main language?[4] | | | | | | | | | | | | | | |

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Degree*[6] *or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Certificate*[6] *or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any

I have read information circular ST/IC/2000/64 and I understand that, if I am successful in the competitive examination for Arabic interpreters and recommended for inclusion in the roster, my assignment as an Arabic interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ **Signature:** _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature:** _____

Notes

[1] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

[3] Please indicate Department/Office, e.g., OCSS, DDSMS, DESIPA, DPCSD, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/2000/64.

[6] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2000/65

Secretariat

15 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for English Interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English Interpreters in 2001, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for English Interpreters will be held from 8 to 10 January 2001 in New York, Geneva, Vienna and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for English Interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be appointed to fill vacancies as they occur. Successful candidates may be called to serve at any duty station according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and either Russian or Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that

* Expiration date of the present information circular: 31 December 2001.

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candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than English, provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is English.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final**.

7. The examination will consist of two parts:

(a) Simultaneous interpretation into English from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of four speeches delivered in Russian or Spanish (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in March 2001. The Board will interview the selected candidates to assess levels of professionalism, integrity, commitment to continuous learning, respect for diversity, judgement/decision-making and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as English Interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued. Staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **not later than 17 November 2000**, to:

2001 Competitive Examination for English Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575 E
United Nations Secretariat
New York, New York 10017
Fax: (212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 17 November 2000, the deadline for receipt of applications in the Specialist Services Division, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Application

2001 competitive examination for English Interpreters[1]

Index No.[2] | | | | | | |

Last name | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | Sex: Male | | Female | |

Date of entry on duty: Month | | | Year | | | | |

Type of contract: _____ Expiration date: _____

Department/Office:[3] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes | | in 19 | | | No | |

Have you taken another United Nations competitive examination? Yes | | in 19 | | | No | |

If yes, which examination(s)? _____

What is your main language?[4] | | | | | | | | | | | | | | |

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Degree*[6] *or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Certificate*[6] *or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields if any

_____

_____

_____

_____

_____

I have read information circular ST/IC/2000/65 and I understand that, if I am successful in the competitive examination for English interpreters and recommended for inclusion in the roster, my assignment as an English interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ **Signature:** _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature:** _____

Notes

[1] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

[3] Please indicate Department/Office, e.g., OCSS, DDSMS, DESIPA, DPCSD, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/2000/65.

[6] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2000/66

Secretariat

18 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Second annual electromagnetic field testing at United Nations Headquarters complex buildings**

1. The purpose of the present information circular is to inform the members of the staff that annual the electromagnetic field testing of all the spaces of the Headquarters complex is scheduled to be carried out from 2 October to 8 December 2000. The work will be performed during normal office hours (9 a.m.-5 p.m.) according to the schedule set out below.

2. While every effort will be made to adhere to this schedule, it may need slight adjustments if unanticipated delays are experienced.

Secretariat building	**Floors**
2 October	1B, 1
3 October	2, 3, 4, 5
4 October	6, 7, 8, 9, 10
5 October	11, 12, 13, 14
6 October	15, 17
10 October	18, 19, 20, 21
11 October	22, 23, 24, 25
12 October	26, 27, 29, 30
13 October	31, 32, 33
16 October	34, 35, 36
17 October	37, 38, 39, 2B
18 October	3B

North Lawn building	**Floors**
18 October	2B, 3B

* Expiration date of the present information circular: 15 December 2000.

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Dag Hammarskjöld Library building	Floors
18 October	1B, 2B, 3B
19 October	1, 2, 3, 4

South Annex building (SAB)	Floors
19 October	1B, 1

Conference building	Floors
20 October	1B, 1, 2, 3, 4

General Assembly building	Floors
23 October	1B, 1, 2, 3, 4

Long Island City (Archives)	Floors
24 October	3, 4

FF Building (304 UN Plaza)	Floors
24 October	1B, 1, 2, 3

UNDC1 building	Floors
25 October	1B, 2, 3, 5, 6
26 October	7, 8, 9, 10
27 October	11, 12, 13, 14
13 November	15, 26

UNDC2 building	Floors
13 November	1B, 2B, 2, 3
14 November	4, 5, 6, 7
15 November	8, 9, 10, 11
16 November	12, 13, 14, 15
17 November	16, 17, 18
28 November	19, 20, 21
29 November	22, 23, 25

UNITAR	Floors
30 November	1B, 1, 2, 3, 4, 5

The following areas will be tested from 1 to 8 December:

Library	Penthouse
Garage parking levels	1B, 2B, 3B
Mechanical/Equipment rooms (Secretariat)	S-2B, 6, 28, 40

3. The microwave radiation measurements for spaces adjacent to the satellite dish will be conducted during the week of 9 to 13 October 2000.

4. For further information and/or any special measurement requests, please contact the Plant Engineering Section of the Facilities Management Division at extension 3-5854 or send an email to Om Taneja at *taneja@un.org*, with a copy to Martin Bender, Chief, Facilities Management Division.

5. Thank you for your support and cooperation during this important measurement programme.

United Nations ST/IC/2000/67

Secretariat

18 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/1999/8 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in August 2000.

* Expiration date of the present information circular: 31 December 2000.

00-64748 (E) 220900

Annex

Placement and promotion
1 to 31 August 2000

Name	*Gender*	*Releasing Dept./Office*	*Receiving Dept./Office*	*Post level*	*Vacancy number*
Promotion					
Gebremeskel, Zufan	F	ESCWA	DM/OHRM	P-3	00-A-DOM-000840-I-NY
Kempf, Isabell	F	OHCHR	OHCHR	P-3	00-L-CHR-400099-I-GE
Luige, Tiina	F	ECE	ECE	P-3	99-M-ECE-548-GE
Tesfamariam Desta, Ghennet**	F	DPKO	DPKO	P-3	00-F-DPK-001021-I-NY
Vergara, Carlos	M	OHCHR	OHCHR	P-3	99-L-CHR-541-GE
Vikati, Monique	F	DM/OHRM	DM/OHRM	P-3	00-A-DOM-000840-I-NY
Xu, Junyi**	F	DPKO	DPKO	P-3	00-F-DPK-001021-I-NY
Abud-Krafft, Maria Salome	F	DGAACS	DGAACS	P-4	00-T-DGA-001066-I-NY
Blankley, Vera	F	DGAACS	DGAACS	P-4	00-T-DGA-001065-I-NY
Borga, Carlos	M	UNOG	UNOG	P-4	00-T-UNG-523-GE
Burger, Julian	M	OHCHR	OHCHR	P-4	00-L-CHR-400098-I-GE
Do, Huong	F	DGAACS	DGAACS	P-4	00-T-DGA-001064-I-NY
Feres, Juan Carlos	M	ECLAC	ECLAC	P-4	00-M-ECL-00X218-I-SC
Perez-Czajkowski, Nelida	F	UNOG	UNOG	P-4	00-T-UNG-523-GE
Schatan, Claudia	F	ECLAC	ECLAC	P-4	99-E-ECL-00X307-I-ME
Debroux, Christiane	F	UNOG	UNOG	P-5	00-T-UNG-00X208-I-GE
Musa, Taher	M	ESCWA	ESCWA	P-5	00-E-ECW-00X045-E-LE
Starck, Birgitta	F	UNCTAD	UNCTAD	P-5	99-E-TAD-00XA78-E-GE
Tolani, Neeta***	F	UNOIP	DGAACS	P-5	99-A-DGA-000612-E-NY
Trepelkov, Alexandre	M	DESA	DESA	P-5	*
Van Buerle, Sharon	F	DM/OPPBA	DM/OPPBA	P-5	99-F-DOM-000652-E-NY
Al-Khalidi, Thouka	F	ESCWA	ESCWA	D-1	00-X-ECW-00X012-E-BE
Faust, Peter***	M	UNCTAD	UNCTAD	D-1	98-E-TAD-100-GE
Mochida, Shigeru	M	DPA	DPA	D-1	99-P-DPA-000662-E-NY
Seth, Nikhil	M	DESA	DESA	D-1	99-A-ESA-000803-E-NY

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the head of department.

*** Alternate candidate approved by the Secretary-General in March 2000 in accordance with the provisions of ST/AI/1999/8.

United Nations ST/IC/2000/68

Secretariat

18 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in August 2000.

* Expiration date of the present information circular: 31 December 2000.

00-64751 (E) 220900

Annex

Placement and promotion
1 to 31 August 2000

Name	*Gender*	*Releasing Dept./Office*	*Receiving Dept./Office*	*Post level*	*Vacancy number*
Promotion					
Palazzo, Anthony**	M	DGAACS	DGAACS	TC-5	00-G-DGA-990-TC5
Arce, Serafin	M	DM/OCSS	DM/OCSS	G-5	00-G-OCS-898-G5
Azak, Daphne	F	DPKO	DPKO	G-5	00-G-DPK-1110-G5
Barnett, Jennifer	F	DPKO	DPKO	G-5	00-G-DPK-792-G5
Brea, Ismelda	F	DPKO	DPKO	G-5	99-G-DPK-733-G5
Cofie-Robertson, Vida	F	DPA	DPA	G-5	00-G-DPA-1004-G5
Davis, Carole	F	DPA	DPA	G-5	*
Denys, Nadine	F	DM/OHRM	DM/OHRM	G-5	*
Ganesh, Vasanthi****	F	DESA	DM/OCSS	G-5	99-G-OCS-562-G5
Guider, Bernadette	F	DPKO	DPKO	G-5	00-G-DPK-1035-G5
Kwon-Karaul, Helen	F	DPKO	DPKO	G-5	99-G-DPK-658-G5
Pinto, Neil	M	DPKO	DPKO	G-5	99-G-DPK-733-G5
Redondo, Melanie	F	DPA	DPA	G-5	*
Sapriza, Juan	M	DPA	DPA	G-5	00-G-DPA-950-G5
Agustin, Joselita	F	DPI	DPI	G-6	99-G-DPI-815-G6
Diaz, Maria Carmen	F	DPKO	DPKO	G-6	*
Jeffords, Simon***	M	DPKO	DPKO	G-6	99-G-DPK-574-G6
Malebranche, Karine	F	DM	DM	G-6	00-G-HRM-1005-G6
Arcilla-Aguilar, Maria Elvira	F	OIOS	OIOS	G-7	00-G-OIO-860-G7
Del Rosario, Lulu	F	DM/OHRM	DM/OHRM	G-7	*
Placement					
Baxter, Ariminta	F	DM	DPKO	G-5	99-G-DPK-658-G5
Chandroth, Remeshan	M	DPI	DPKO	G-5	00-G-DPK-1154-G5

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the head of department.

*** Alternate candidate approved by the Secretary-General in March 2000 in accordance with the provisions of ST/AI/1999/8.

**** Alternate candidate approved by the Secretary-General in June 2000 in accordance with the provisions of ST/AI/1999/8.